

	Portales Police Department  Standard Operating Procedure & Policy	SOP #	108.01
		Date Revised:	
		ADM. #	08.01 08.02
1700 N. Boston St. Portales NM, 88130	Classification/Task Analysis	Effective Date	
(575) 356-4404		Approval:	Pat Gallegos, Chief of Police

## I. JOB DESCRIPTIONS:

### A. Chief of Police

#### 1. Summary

The Chief of Police is the Chief Administrative Officer of the Department and the final authority in all matters of policy, operations, and discipline. He exercises all lawful powers of his office and issues such lawful orders as are necessary to assure the effective performance of the Department.

Through the Chief of Police the Department is responsible for the enforcement of all laws coming within its legal jurisdiction. The Chief of Police is responsible for planning, directing, coordinating, controlling and staffing all activities of the Department. He is also responsible for its continued and efficient operation, for the enforcement of rules and regulations within the Department, for the completion and forwarding of such reports as may be required by proper authority and for the Department's relations with local citizens, the local government, and other related agencies.

The Chief is responsible for training of all members of the Department. The Chief shall have general charge of the Police Department and all property of the Police Department.

#### 2. General duties and responsibilities:

- a. As necessary, recommends and makes recommendations for the adoption of new City ordinances or the amendment of existing ones.
- b. Supervises the maintenance of police vehicles and any other equipment needed for the operation of the department.
- c. Prepares periodic and special reports, and assures that

adequate records are maintained of all Department activities.

- d. Controls the expenditure of Department appropriations and prepares annual budget estimates of needs.
- e. Plans and coordinates training of members in procedures, duties, and proper use of equipment.
- f. Cooperates with other law enforcement agencies in the apprehension and detention of wanted persons and with other agencies as appropriate.
- g. Receives and disposes of complaints; attends civic club and school meetings to explain the activities and functions of the Police Department, and to establish favorable public relations.
- h. In consultation with the City Manager, formulates written administrative guidance in the form of policies, regulations, and other orders governing activities of the Police Department.
- i. Ensures compliance with all laws which the department or its officers have the authority to enforce.
- j. Organizes, directs, and controls all resources of the department to preserve the peace, protect persons and property and enforce the law.
- k. Establishes a routine of daily duties to be performed by officers. Designates an officer to serve as commanding officer in his absence.
- l. Assigns details or transfers any member or employee of the department to or from any assignment whenever he shall deem such action necessary for the efficiency, discipline or morale of the department.
- m. Ensures that all members have copies of the department's policy manual.
- n. Investigates all cases of alleged or apparent misconduct by department personnel.
- o. Keeps himself informed of departmental affairs, ensuring that the duties and responsibilities of members and employees are properly discharged.

- p. Promulgates all general and special orders of the Department and issues on his own authority orders, written and oral, consistent with his powers, duties, and responsibilities.
- q. Supervises the safekeeping of all evidence and any property recovered, found or confiscated.
- r. Maintains a personnel record system in which shall be kept all pertinent information on all departmental members and employees.

### 3. Knowledge, skills and abilities:

Comprehensive knowledge of laws, rules, and court decisions relating the administration of criminal justice and law enforcement; comprehensive knowledge of scientific methods of crime detection, criminal identification and radio communication; comprehensive knowledge of controlling laws and ordinances; thorough knowledge of the geography of the City; demonstrated ability to lead and direct the activities of police officers; ability to maintain cooperative relationships with other City officials and with the general public; ability to evaluate the effectiveness of the police operation and to institute improvements; ability to prepare and review reports; resourcefulness and sound judgment in emergencies; demonstrated integrity; tact.

### 4. Education and Experience:

Shall be determined by the Mayor and City Council as appropriate.

## **B. Lieutenant**

### 1. Summary

The Lieutenants occupy the command level of supervision. Their primary responsibility is to assist the Chief by running the day to day operation of their respective divisions.

The Lieutenant is charged with ensuring compliance with the Department's regulations. They handle all infractions and report violations to the Chief of Police.

Lieutenant shall thoroughly acquaint themselves with the duties of their respective sergeants/officers and shall assist and instruct the officers under his supervision in the proper performance of their duties.

He shall be responsible for the proficiency, discipline, conduct, appearance, and strict attention to duty of all officers.

## 2. General Duties and Responsibilities

- a. Assists in formulating policies and regulations for the department.
- b. Instructs and trains new police officers and assists them concerning difficult police problems and cases.
- c. Performs all work required of a police officer.
- d. Prepares reports on a variety of police department activities.
- e. Supervises Sergeants assigned to him.
- f. Maintains active, working knowledge of departmental rules, policies, procedures, and developments in the law that affect him and members under his supervision. Advises the Chief of Police on policy matters.
- g. Continuously audits the performance of Sergeants under his supervision to determine whether they are properly, effectively, and consistently carrying out their police duties. In particular, compares field practices with the standards established through written orders.
- h. Ensures that when the performance of a Sergeant under his command is unsatisfactory, measures are taken through encouragement, explanation, referral to his superior officer or other means consistent with departmental policy to see that the Sergeant's future conduct is up to standard.
- i. Submits a written report to the Chief of Police regarding any member of the department who commits a serious breach of the regulations of the department, or where informal corrective measures prove inadequate. Include in this report the complete details of the misconduct and of corrective measures attempted. Examples of types of misconduct which would ordinarily be considered "serious" include, but are not limited to the following:
  - i. Refusal to obey orders.
  - ii. The commission of any criminal offense.

- iii. Oral or physical abuse of a member of the public.
- iv. Excessive use of force with a prisoner or, other person.
- v. Absence without leave.
- vi. Excessive tardiness.
- vii. A conflict of interest.
- viii. Failure amounting to negligence to discover or act upon a felony or upon the existence of conditions dangerous to the health or safety of the public.
- ix. Repeated failure to respond to orders, instructions or other admonitions to correctly execute duties.
- j. Implements all orders received from the Chief. To this end, thoroughly explains to departmental personnel under his command the content and meaning of new orders that affect their responsibilities.
- k. Accountable for the actions or omissions of officers under his supervision which are contrary to departmental regulations or policy.
- l. Ensures that all patrol officers receive, serve, or deliver warrants, summonses, subpoenas or other official papers and performs relevant duties promptly and accurately.
- m. Performs other duties as may be assigned by the chief.

### 3. Knowledge, Skills and Abilities:

Thorough knowledge of the rules and regulations of the Department; thorough knowledge of approved principles, practices and procedures of police work; thorough knowledge of pertinent state laws, municipal ordinances and court decisions; thorough knowledge of the geography of the municipality and location of important buildings; commands respect, of the officers and assigns, directs, and supervises their work; handles the public courteously and firmly and establishes and maintains satisfactory public relations; analyzes complex police problems and situations and adopts quick, effective, and reasonable courses of action; skilled in the use of police equipment.

Lieutenant shall receive a New Mexico Law Enforcement

Command Certificate. Must be able to pass City drug testing and have no felony convictions or convictions for a crime of moral turpitude.

## **C. Sergeant**

### **1. Summary**

The Sergeant occupies the first level of supervision. His primary responsibility is to assist in day to day operation of the department.

The Sergeant is charged with ensuring compliance with the department's regulations. He handles all infractions and reports violations to the Division Commander.

Sergeants shall thoroughly acquaint themselves with the duties of patrol officers and shall assist and instruct the officers under his supervision in the proper performance of their duties.

He shall be responsible for the proficiency, discipline, conduct, appearance, and strict attention to duty of all officers.

### **2. General Duties and Responsibilities**

- a. Assists in formulating policies and regulations for the department.
- b. Instructs and trains new police officers and assists them concerning difficult police problems and cases.
- c. Performs all work required of a police officer.
- d. Prepares reports on a variety of Police Department activities.
- e. Supervises officers of the Department.
- f. Maintains active, working knowledge of departmental rules, policies, procedures, and developments in the laws that affect him and members under his supervision. Advises Division Commanders on policy matters.
- g. Continuously audits the performance of officers under their supervision to determine whether they are properly, effectively, and consistently carrying out their police duties. In particular, compares field practices with the standards established through written orders.

- h. Ensures that when the performance of an officer under their command is unsatisfactory, measures are taken through encouragement, explanation, referral to his superior officer or other means consistent with departmental policy to see that the officer's future conduct is up to standard.
- i. Submits a written report to the Division Commander regarding any member of the department who commits a serious breach of the regulations of the department, or where informal corrective measures prove inadequate. Includes in this report the complete details of the misconduct and of corrective measures attempted. Examples of types of misconduct which would ordinarily be considered "serious" include, but are not limited to the following:
  - i. Flagrant refusal to obey orders.
  - ii. The commission of any criminal offense
  - iii. Excessive use of force with a prisoner or other person
  - iv. Absence without leave
  - v. Excessive tardiness
  - vi. A conflict of interest.
  - vii. Failure amounting to negligence to discover or act upon a felony or upon the existence of conditions dangerous to the health or safety of the public.
  - viii. Repeated Failure to respond to orders, instructions, or other admonitions to correctly execute duties.
- j. Implements all orders received from the command. To this end, thoroughly explains to departmental personnel under his supervision the content and meaning of new orders that affect their responsibilities, when practical.
- k. Accountable for the actions or omissions of officers under their supervision which are contrary to departmental regulations or policy.
- l. Ensures that all patrol officers receive, serve, or deliver warrants, summonses, subpoenas or other official papers and performs relevant duties promptly and accurately.

m. Performs other duties as may be assigned by command.

3. Knowledge, Skills and Abilities:

Thorough knowledge of the rules and regulations of the department; thorough knowledge of approved principles, practices and procedures of police work; thorough knowledge of pertinent state laws, municipal ordinances, and court decisions; thorough knowledge of the geography of the municipality and location of important buildings; commands respect, of the officers and assigns, directs, and supervises their work; handles the public courteously and firmly and establishes and maintains satisfactory public relations; analyzes complex police problems and situations and adopts quick, effective, and reasonable courses of action; skilled in the use of police equipment.

4. Education and Experience:

Sergeants shall have two years patrol experience, be certified New Mexico Peace Officer, must be able to complete First Line Supervisor course. Must be able to pass City drug testing and have no felony convictions or convictions for a crime of moral turpitude.

**D. Corporal**

1. Summary

The Senior Officer occupies the first level of supervision. His primary responsibility is to assist the Sergeant in day to day operation of the department.

The Senior Officer is charged with ensuring compliance with the department's regulations. He handles all infractions and reports violations to the Sergeant.

Senior Officer shall thoroughly acquaint themselves with the duties of patrol officers and shall assist and instruct the officers under his supervision in the proper performance of their duties.

He shall be responsible for the proficiency, discipline, conduct, appearance, and strict attention to duty of all officers.

2. General Duties and Responsibilities

- a. Instructs and trains new police officers and assists them concerning difficult police problems and cases.



- b. Performs all work required of a police officer.
- c. Prepares reports on a variety of Police Department activities.
- d. Supervises officers of the Department.
- e. Maintains active, working knowledge of departmental rules, policies, procedures, and developments in the laws that affect him and members under his supervision. Advises Division Commanders on policy matters.
- f. Continuously audits the performance of officers under their supervision to determine whether they are properly, effectively, and consistently carrying out their police duties. In particular, compares field practices with the standards established through written orders.
- g. Ensures that when the performance of an officer under their command is unsatisfactory, measures are taken through encouragement, explanation, referral to his superior officer or other means consistent with departmental policy to see that the officer's future conduct is up to standard.
- h. Submits a written report to the Division Commander regarding any member of the department who commits a serious breach of the regulations of the department, or where informal corrective measures prove inadequate. Includes in this report the complete details of the misconduct and of corrective measures attempted. Examples of types of misconduct which would ordinarily be considered "serious" include, but are not limited to the following:
  - i. Flagrant refusal to obey orders.
  - ii. The commission of any criminal offense
  - iii. Oral or physical abuse of a member of the public.
  - iv. Excessive use of force with a prisoner or other person
  - v. Absence without leave
  - vi. Excessive tardiness
  - vii. A conflict of interest.

- viii. Failure amounting to negligence to discover or act upon a felony or upon the existence of conditions dangerous to the health or safety of the public.
- ix. Repeated Failure to respond to orders, instructions, or other admonitions to correctly execute duties.
- i. Implements all orders received from the command. To this end, thoroughly explains to departmental personnel under his supervision the content and meaning of new orders that affect their responsibilities, when practical.
- j. Accountable for the actions or omissions of officers under their supervision which are contrary to departmental regulations or policy.
- k. Ensures that all patrol officers receive, serve, or deliver warrants, summonses, subpoenas or other official papers and performs relevant duties promptly and accurately.
- l. Performs other duties as may be assigned by command.

### 3. Knowledge, Skills and Abilities:

Thorough knowledge of the rules and regulations of the department; thorough knowledge of approved principles, practices and procedures of police work; thorough knowledge of pertinent state laws, municipal ordinances, and court decisions; thorough knowledge of the geography of the municipality and location of important buildings; commands respect, of the officers and assigns, directs, and supervises their work; handles the public courteously and firmly and establishes and maintains satisfactory public relations; analyzes complex police problems and situations and adopts quick, effective, and reasonable courses of action; skilled in the use of police equipment.

### 4. Education and Experience:

Corporals shall have two years patrol experience, be certified New Mexico Peace Officer, must be able to complete First Line Supervisor course. Must be able to pass City drug testing and have no felony convictions or convictions for a crime of moral turpitude.

## E. Detective

### 1. Summary

Assignments received usually consist of specific cases to be followed to conclusion, normally closing with the preparation of a case for prosecution. This aspect of the work distinguishes the investigator from other police personnel who make preliminary investigations of cases at the scene of the crime. The investigator's position is non-supervisory and consists of general duties performed in conjunction with patrol duties. The investigator must use independent judgment and discretion, as direct supervision may not be available.

## 2. General Duties and Responsibilities:

- a. Investigates all assigned cases to the best of one's ability.
- b. Demonstrates skills in interviewing and interrogating, properly observing legal safeguards.
- c. Testifies in various state and federal courts, presenting a professional competent image of the department.
- d. Develops and maintains case files and other files or paperwork appropriate to investigative matters. Knowledgeable about relevant legal processes such as grand juries and obtaining warrants.
- e. Informs the Division Commander about all investigative responsibilities.
- f. Maintains liaison with investigators of the State Police and other agencies on matters of mutual concern.
- g. Performs all duties required of police officers.
- h. Performs other duties as assigned.

## 3. Knowledge, Skill and Abilities:

Some knowledge of police investigative techniques and techniques of identification; general knowledge of rules of evidence and laws of search and seizure; general knowledge of geography of the municipality and important buildings; ability to analyze evidence; ability to question and interview skillfully; ability to organize and prepare clear and concise reports; skill in the use of police equipment; physically fit.

## 4. Education and Experience:

A high school degree or equivalent, certified completion New

Mexico Law Enforcement Academy and two years of patrol experience. Must be able to pass City drug testing and have no felony convictions or convictions for a crime of moral turpitude.

## **F. Police Officer**

### **1. Summary**

A police officer is responsible for the efficient performance of required duties conforming to the rules, regulations, and general orders contained herein. Duties shall consist of, but are not limited to, general police responsibilities necessary to the safety and good order of the community. A police officer shall:

- a. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
- b. Reduce the opportunities for the commission of crime through preventive patrol and other measures.
- c. Aid people who are in danger of physical harm.
- d. Facilitate the movement of vehicular and pedestrian traffic.
- e. Identify potentially serious law enforcement or governmental problems.
- f. Promote and preserve the peace.
- g. Provide emergency services.

The police officer position is non-supervisory. Police officer duties are performed on an assigned shift under the general guidance of the police chief or sergeant.

### **2. General duties and responsibilities:**

- a. Exercises authority consistent with obligations imposed by the oath of office. Accountable to superior officers. Promptly obeys legitimate orders.
- b. Coordinates efforts with those of other members of the department so that teamwork may ensure continuity of purpose and achievement of police objectives.
- c. Communicates to superiors and to fellow officers all information obtained in the field which is pertinent to the

achievement of police objectives.

- d. Responds punctually to all assignments.
  - e. Acquires and records information concerning events that have taken place since the last tour of duty.
  - f. Records activity during tour of duty in the manner prescribed by proper authority. Maintains weapons and equipment in a functional, presentable condition.
  - g. Assists citizens requesting assistance or information. Courteously explains any instance where jurisdiction does not lie with the police department and suggests other procedures to be followed.
  - h. Accountable for the securing, receipt, and proper transporting of all evidence and property coming into custody.
  - i. Answers questions asked by the general public, counsels juveniles and adults when necessary and refers them to persons or agencies where they can obtain further assistance.
  - j. Preserves the peace at public gatherings, neighborhood disputes, and family quarrels.
  - k. Serves or delivers warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.
  - l. Confers with prosecutors and testifies in court.
  - m. Accomplishes other general duties as they are assigned or become necessary.
  - n. Performs other duties as may be assigned by the supervisor.
  - o. Cooperates with the efforts of other law enforcement agencies.
3. Specific duties and responsibilities: preventive patrol.
- a. Patrols an assigned area for general purposes of crime prevention and law enforcement. Patrol includes:
    - i. Being thoroughly familiar with the assigned route of

patrol. Such familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, etc. Conditions that contribute to crime should be reported. The location of telephones and other emergency services should be noted.

- ii. Apprehending persons violating the law or wanted by the police.
  - iii. Completing detailed reports on all crimes, vehicle crashes, and other incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes an Investigation report.
  - iv. Preserving any serious crime scene until: the sergeant or investigator arrives.
  - v. Public assembly checks.
  - vi. Building security checks.
  - vii. Observing and interviewing suspicious persons.
  - viii. Issuing traffic citations.
  - ix. Being alert for and reporting fires.
  - x. Reporting street light and traffic signals out-of-order, street hazards and any conditions that endanger public safety.
  - xi. Checking schools, parks, and playgrounds.
  - xii. Responding to any public emergency
- b. Conducts a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collect evidence and records data which will aid in identification, apprehension and prosecution of offenders, as well as the recovery of property.
  - c. Is alert to the development of conditions tending to cause crime or indicative of criminal activity. Takes preventive action to correct such conditions, and informs superiors as

soon as the situation permits.

- d. Responds to situations brought to the officer's attention while in the course of routine patrol or when assigned by radio. Render First Aid, when qualified, to persons who are seriously ill or injured. Assist persons needing police services.
- e. Remains on assigned patrol throughout the tour of duty except when a police emergency necessitates a temporary absence, or when the sergeant or senior police officer on duty gives authorization for a temporary absence.
- f. Patrols area giving particular attention to and frequently rechecking locations where the crime hazard is great. Insofar as possible, a patrol officer shall not patrol an area according to any fixed route or schedule, but shall alternate frequently and backtrack in order to be at the location least expected.
- g. Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within the patrol area.
- h. Concerning a patrol vehicle:
  - i. See that it is well maintained mechanically and that it is kept clean both inside and out.
  - ii. Inspects the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately reports all defects and damage sustained to the proper authority and completes all reports and forms required by current procedures.
  - iii. Removes the keys whenever the patrol car is left unattended for any reason.
  - iv. Uses only vehicles assigned by the supervisor.
  - v. Operates the radio according to FCC regulations and current departmental procedures.
  - vi. Ensures that the assigned vehicle's gas tank is full at the beginning of shift.
- i. Keeps radio equipment in operation at all times and

remains thoroughly familiar with, departmental policy concerning its use.

- j. Takes measures to direct the flow of traffic during periods of congestion.
- k. Notifies the supervisor if more than a temporary absence from regular duties is required.

4. Specific duties and responsibilities: traffic patrol.

- a. Directs and expedites the flow of traffic at assigned intersections, preventing crashes, protecting pedestrians, and ensuring the free flow of traffic.
- b. Enforces the parking ordinances and motor vehicle laws in the patrol areas.
- c. Alert to traffic safety conditions which may endanger or inconvenience the public and reports such conditions to the sergeant.
- d. Responds immediately when called from a traffic post to render emergency police service. Notifies the sergeant at the earliest possible opportunity.
- e. Wears the prescribed traffic safety clothing (TRAFFIC VEST) and equipment.

5. Knowledge, Skills and Abilities:

Officers need to have knowledge of resources available to the department, particularly as related to juveniles, knowledge of police investigative techniques and techniques of identification; general knowledge of rules of evidence and laws of search and seizure; ability to deal effectively with juveniles and adults; ability to analyze evidence; ability to question and interview skillfully; ability to organize and prepare clear and concise oral and written reports; exercise skill in the use of firearms and police equipment; possess of physical ability and endurance; ability to establish effective working relationships with juveniles, parents, school officials, fellow workers and the public.

6. Education and Experience:

- a. Officer must be at least 21 years of age, a high school graduate or equivalent, must be able to complete or have completed the New Mexico Law Enforcement Academy,



pass written, oral and physical tests, must pass a psychological and medical exam and must complete FTO program. Must be able to pass City drug testing and have no felony convictions or convictions for a crime of moral turpitude.

## **G. Animal Control Sergeant**

### **1. Summary**

Reporting to the Support Services Lieutenant, this position supervises the animal control officer, patrols, and answers complaints by citizens for animal violations defined in the Portales City Code. This position is responsible for issuing notices, citations and permits. He/she also maintains records, prepares reports and performs related tasks as assigned.

The AC Sergeant occupies the first level of supervision. His/her primary responsibility is to assist in day to day operations of the department.

The AC Sergeant is charged with ensuring compliance with the department's regulations. He/she handles all infractions and reports violations to the Division Commander.

The AC Sergeant shall thoroughly acquaint themselves with the duties of animal control officers and shall assist and instruct the officers under their supervision in the proper performance of their duties.

He/she shall be responsible for the proficiency, discipline, conduct, appearance, and strict attention to duty of all AC Officers.

### **2. General Duties and Responsibilities**

- a. Assists in formulating policies and regulations for the department.
- b. Instructs and trains new animal control officers and assists them concerning difficult problems and cases.
- c. Performs all work required of an AC Officer.
- d. Prepares reports on a variety of activities pertaining to animal control activities.
- e. Supervises AC officers of the Department.

- f. Maintains active, working knowledge of departmental rules, policies, procedures, and developments in the law, which affect him and members under his/her supervision.
- g. Advises Division Commanders on policy matters.
- h. Continuously audits the performance of the AC officers under their supervision to determine whether they are properly, effectively, and consistently carrying out their animal control duties.
- i. Ensures that when the performance of an AC officer under their command is unsatisfactory, measures are taken through encouragement, explanation, referral to his superior officer or other means consistent with departmental policy to see that the officer's future conduct is up to standard
- j. Submits a written report to the Division Commander regarding any AC officer who commits a serious breach of the regulations of the department, or where informal corrective measures prove inadequate. Includes in this report the complete details of the misconduct and of corrective measures attempted. Examples of types of misconduct which would ordinarily be considered "serious" include, but are not limited to the following:
  - i. Refusal to obey orders.
  - ii. The commission of any criminal offense.
  - iii. Verbal or physical abuse of a member of the public.
  - iv. Absence without leave.
  - v. Excessive tardiness.
  - vi. A conflict of interest.
- k. Implements all orders received from the command. To this end, thoroughly explains to departmental personnel under his/her supervision the content and meaning of new orders that affect their responsibilities, when practical.
- l. Accountable for the actions or omissions of Ac officers under their supervision which are contrary to departmental regulations or policy. Ensures that all AC officers receive, serve, or deliver official papers and performs relevant

duties promptly and accurately.

- m. Performs other duties as may be assigned by command.
- n. County Responses: Responds to and approves calls for service in the county as required. Deputy should be on scene if possible.
- o. Accept dogs and cats into the animal shelter.

### 3. Knowledge, Skills and Abilities:

Thorough knowledge of the rules and regulations of the department; thorough knowledge of approved principles, practices and procedures of animal control work; thorough knowledge of pertinent state laws, municipal ordinances, and court decisions; thorough knowledge of the geography of the municipality and location of important buildings; commands respect of the officers and assigns, directs, and supervises their work; handles the public courteously and firmly and establishes and maintains satisfactory public relations.

### 4. Education and Experience:

- 5. The AC Sergeant shall have two years of animal control experience and be certified by National Animal Control Association (NACA) and must hold a State of New Mexico euthanasia technician license. Must be able to pass City drug testing and have no felony convictions or convictions for a crime of moral turpitude.

## H. Animal Control Officer

### 1. Summary

Reporting to the Lieutenant, this position patrols, answers complaints by citizens for Animal, including but not limited to animals running at large, biting or barking and animal attacks. This position is responsible for issuing notices, citations and issuing animal/livestock permits and maintaining records, preparing reports and performing related tasks as assigned.

### 2. General Duties

- a. Patrol the City for nuisance violations and animals running at large
- b. Removal of deceased small animals.
- c. Feed and water all animals in shelter on a daily basis.

- d. Clean and disinfect the Animal Shelter on a daily basis.
- e. Maintain the grounds and shelter as needed.
- f. Answer and respond to calls for service.
- g. Assist citizens with:
  - i. Adoptions
  - ii. Surrenders
  - iii. Complaints
  - iv. Missing animals
- h. Vehicle maintenance.
- i. Maintain and generate computer reports includes:
  - i. Adoptions
  - ii. Kennel Cards
  - iii. Record City animal tags.
  - iv. Fee Receipts
  - v. Animal Surrender receipts
- j. Issue criminal citations for animal violations
- k. Testify in court
- l. Maintain a working relationship with local veterinarians.
- m. Maintain a working relationship with Valencia County Animal Shelter.
- n. Maintain necessary training.
- o. Maintain all assigned equipment
- p. Maintain all weapons according to firearms policy (ADM 06.01)
- q. Inspect private property for issuing livestock permits
- r. Issue or deny livestock permits
- s. Issue or deny multiple animal permit
- t. Work with New Mexico Game and Fish regarding protected species.
- u. Work with New Mexico Livestock Board
- v. County Responses:
  - i. Respond to calls for service in the county with the approval of a Portales Police Department supervisor. Deputy must be on scene if possible.
  - ii. Accept dogs and cats into the animal shelter

### 3. Education and experience

- a. Animal Control must be 18 years of age, high school graduate or equivalent, must be able to pass City drug testing and must have no felony convictions or convictions of a crime of moral turpitude and have a valid NM driver's

license.

## **I. Executive Assistant**

### **1. Summary**

Reporting to the Chief of Police, this position answers phones, maintains personnel files, payroll, budget, orders supplies and equipment, enters data in computer, and performs related tasks as assigned.

### **2. General Duties**

- a. Answers phones
- b. Supervises Payroll
- c. Maintain Personnel files
- d. Delivers and Disseminates mail
- e. Orders and receives office supplies
- f. Completes Invoices
- g. Maintains petty cash
- h. Maintains original forms
- i. Maintains Computer system (Capers)
- j. Must be able to complete tasks utilizing office equipment
- k. Performs other duties as may be assigned by a supervisor.
- l. Maintains the telephone system.
- m. Prepares and mails grants as needed

### **3. Education and experience**

- a. Office Manager must be 18 years of age, high school graduate or equivalent, must be able to pass City drug testing. No felony convictions or convictions for a crime of moral turpitude

## **J. Records Clerk**

### **1. Summary**

Reporting to the Support Services Lieutenant, this position handles the front desk, files and retrieves police reports, answer the phones, enters data in computer, send out surveys, maintains petty cash, maintains records, prepares reports and performs related tasks as assigned.

### **2. General Duties**

- a. Assist citizens requesting help or information.

- b. Obtain police reports for officers/citizens
- c. Release of all public information
- d. Prepares and mails UCR reports
- e. Assist with computer programs
- f. Maintains the police records system
- g. Prepares monthly reports
- h. Maintain all police files
- i. Compiles yearly report
- j. Maintains and tracks STN numbers
- k. Responsible for data entry
- l. Must be able to complete task utilizing office equipment
- m. Provides documents to the courts
- n. Remains on duty throughout the shift except when a supervisor authorizes permission for a temporary absence.
- o. Performs other duties as may be assigned by a supervisor.
- p. Citizens surveys

### 3. Education and experience

Records Clerk must be 18 years of age, high school graduate or equivalent, must be able to pass City drug testing. No felony convictions or convictions for a crime of moral turpitude.

## **K. EVIDENCE CUSTODIAN/ RECORDS CLERK ASSISTANT**

### 1. Summary

Reporting to the Support Services Lieutenant, Evidence Custodian/Records Assistant is responsible for maintaining the Evidence Room. Under general supervision, performs a wide variety of specialized law enforcement support duties involved in receiving, storing, disposing of and releasing property and evidence collected by police department staff; maintains control of evidence, found and safekeeping property and other items and ensures preservation of all items taken into evidence. This position may require weekend shifts. Employee will also perform numerous and varied duties involved with the maintenance of extensive records, reports, and files along with non-sworn, non-emergency law enforcement duties and a variety of community service activities in support of police activities. Work involves typing various documents and filing appropriately. Working with numerous and varied confidential documents and reports, this position requires a high level of discretion relative to information received and disseminated.

### 2. General Duties

Although the following are typical of the tasks and responsibilities routinely performed, additional duties and/or responsibilities requiring comparable or lesser skills, knowledge or dexterity may be assigned.

- a. Receives and assists police personnel to ensure that all evidence and property received is inventoried and packaged correctly.
- b. Monitor and control security to all evidence areas and document visitors on designated log.
- c. Maintain accurate records of evidence and all property submitted to the Evidence Section.
- d. Maintain proper storage conditions to preserve evidence and all property submitted to the Evidence Section.
- e. Ensure that evidence and all property received is stored, released or destroyed in accordance with New Mexico State Statutes.
- f. Ensure chain of evidence is maintained and that all rules of the Evidence area are strictly adhered to.
- g. Maintain and store property sheets along with all supporting documents on all evidence and property received. Ensure all sheets are correct and that proper notations are made in computer regarding the status of the items.
- h. Assist in notification and returning of items and evidence to owners. Handle all phone calls pertaining to evidence. Maintain paperwork and actual physical destruction of property.
- i. Assist in verification of quantity and weight of all drugs. Prepares court orders for drug disposal and destroys drugs.
- j. Monitor disposition of property and evidence that has been cleared from further court usage by the District Attorney's Office.
- k. Testify in court or at depositions.
- l. Ability to copy cassette, video/audio tapes and/or DVDs/CDs.

- m. Assist in preparation of reports. Maintain records and files.
- n. Fosters positive employee relations and employee morale on a city-wide basis.
- o. Type, process and file numerous, varied reports and records.
- p. Enter and maintain records on computer.
- q. Make photocopies of documents as needed by various personnel and agencies.
- r. Maintain various logs of citations, arrests and photographs.
- s. Deliver reports to the courts on a regular basis.
- t. Compile and prepare statistical information relative to accidents and criminal activity.
- u. Answer correspondence as directed.
- v. Turn in money received each month.
- w. Must be able to deal with the public in a courteous manner, sometimes under stressful conditions.
- x. Answer telephone in a professional manner taking accurate messages as needed.
- y. Perform related duties as assigned by supervisors.
- z. Operate a police radio to maintain communication with the department when necessary.

### 3. Education and experience

Records Clerk must be 18 years of age, high school graduate or equivalent, must be able to pass City drug testing. No felony convictions or convictions for a crime of moral turpitude.